

NAVAJO COUNTY AGENDA ITEM REQUEST FORM

Meeting Date: 2/10/15	Time Needed: 5 Min														
Requesting Department: Finance	Presenter(s) Name: Mary Springer														
Motion before the Board: Approve revised Section 13 of Fiscal Policy Manual															
Recommendation: (who, what, where, when, how, etc.) Staff recommends approval															
<p>Background: (why should it be done, what will happen if not approved, etc. include resolution) At the recommendation of the Auditor General to be consistent with the State procurement thresholds staff recommends to adopt the State's procurement thresholds for expenditures per §41-2535</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Type</th> <th style="width: 20%;">Dollar Amount</th> <th style="width: 50%;">Supplier Selection Method</th> </tr> </thead> <tbody> <tr> <td>On Contract</td> <td>Any Amount</td> <td>No competition required. May request level of effort costs from several contracted vendors and accept the lowest estimate.</td> </tr> <tr> <td rowspan="2">Small Dollar Procurements Informal Solicitations</td> <td>\$0.01 to \$5,000</td> <td>Small Dollar Purchase. Competition as is practicable. May use P-Card. Three oral quotes as practical.</td> </tr> <tr> <td>\$5,001 to \$100,000</td> <td>Three written quotes required. May use P card as payment method</td> </tr> <tr> <td>Formal Solicitations</td> <td>More than \$100,000</td> <td>Formal Bid Process</td> </tr> </tbody> </table>		Type	Dollar Amount	Supplier Selection Method	On Contract	Any Amount	No competition required. May request level of effort costs from several contracted vendors and accept the lowest estimate.	Small Dollar Procurements Informal Solicitations	\$0.01 to \$5,000	Small Dollar Purchase. Competition as is practicable. May use P-Card. Three oral quotes as practical.	\$5,001 to \$100,000	Three written quotes required. May use P card as payment method	Formal Solicitations	More than \$100,000	Formal Bid Process
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<p>Fiscal Impact: (what will it cost, where funds will come from, is it budgeted, etc.) None</p>															
<p>Reviewed and approved by: County Manager _____ County Attorney _____ Human Resources _____ Finance _____ IT _____</p>															
<p>Board Action Taken: Approved <input type="checkbox"/> Denied <input type="checkbox"/> No Action <input type="checkbox"/> Continued <input type="checkbox"/> Continued to: Approved with changes as follows <input type="checkbox"/></p>															
<p>Clerk's Notes:</p> <p>Date: _____ Initial: _____</p>															

REMINDER: Email this coversheet and all backup documentation to **BOS.Clerk** by **Noon the Tuesday** prior to the Board meeting. Please be present at the Agenda Meeting to ensure placement on the agenda.